



## Immunization Registry Information System (IRIS) COVID-19 Mass Vaccination Instructions October 5, 2020

IRIS allows users to enter immunizations for a large number of patients using the Mass Vaccination Entry functionality. These instructions provide examples of creating Mass Vaccination lists to enter COVID-19 doses administered. Contact the IRIS Help Desk at 800-374-3958 with questions regarding Mass Vaccination functionality.

To enter immunizations for a list of patients, use the following steps:

1. Select the 'Mass Vaccination Entry' link under the Mass Vaccination section in the menu panel.
2. On the Mass Vaccination List page, enter the name of a new list and select 'Save'. Once created, select the blue link under the List Name field to go to the list page.


Mass Vaccination List			
<a href="#">New List Name</a> <input style="width: 300px;" type="text"/>			<input type="button" value="Save"/>
Patient List			
List Name	Last Updated Date	Patient Count	Delete
<a href="#">COVID Immunization Clinic October 2020</a>	09/30/2020	0	<input type="button" value="Delete"/>

3. The page will default to add immunizations from IRIS Inventory.
4. Enter a date in the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by selecting the calendar icon.
5. Select the person immunizing patients from the 'Administered By' dropdown menu, or leave this field blank if the organization does not use this list.

List Immunization Information ▲	
From IRIS Inventory <input checked="" type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <div style="border: 1px solid red; padding: 2px;"> <div style="display: flex; align-items: center;"> <div style="font-size: 0.8em; margin-right: 5px;">* Date Administered</div> <div style="border: 1px solid #ccc; padding: 2px;">08/27/2020</div> <div style="font-size: 0.8em; margin-left: 5px;"> <input type="button" value="Calendar"/> </div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">           Administered By: Zehner, Joey ▼         </div> </div> <div style="width: 35%; text-align: right;"> <input type="button" value="Activate Expired"/> </div> </div> </div>
From IRIS Inventory	

6. Select an immunization from the 'Immunization' dropdown menu.
7. Select the appropriate vaccine from the Trade Name - Lot # - Exp Date dropdown menu.
8. Select the Not VFC eligible option from the Vaccine Eligibility dropdown menu. A popup window will display indicating a Public Dose was selected for a non-VFC eligible patient. Select the 'OK' button.
9. Select a Body Site from the dropdown menu.
10. Select a Route from the dropdown menu.

**List Immunization Information** ▲

From IRIS Inventory ☒ \* Date Administered 10/01/2020  Activate Expired

Administered By

**From IRIS Inventory**

Remove	Immunization	* Trade Name-Lot #-Exp Date	* Vaccine Eligibility
<input type="checkbox"/>	Covid-pandemic ▼	COVID19-Vaccine A-COVID12-01/01/2021-VFC ▼	Q - Not VFC Eligible ▼

Administered By Nurse Test ▼ Body Site LEFT ARM ▼ Route INTRAMUSCULAR ▼ Dose Full ▼

Quantity On Hand: 99

11. Once all immunization information has been entered, search for patients to add to the Patient List. Enter the search criteria (a few letters of last or first name and the birth date) for the patient and select 'Find'. If only one patient is found, the patient will be added to the Patient List. If multiple patients are found, select the blue name hyperlink to view demographic information for patients. Select the '+' button to add the patient to the list.


**Search and Add Patient to List** ▲

**Search to Add Patient to List**  
(Exact Birth Date is mandatory when searching by patient.)

Last Name  Mother's First Name

First Name  Phone  -  -

Middle Name

\* Birth Date  

**Search By Patient Id**  
\* Patient Id

**Search By IRIS ID**  
\* IRIS ID

**Search Results**

Possible Matches: 4

	Last Name	First Name	Middle Name	Birth Date	Gender
+	<a href="#">TEST</a>	MCR		01/01/1950	F
+	<a href="#">TEST</a>	PACS		01/01/1950	M
+	<a href="#">TEST</a>	PATIENT		01/01/1950	F
+	<a href="#">TEST</a>	SPRING	TIME	01/01/1950	F

12. When patients are added to the list, the patient's name, birth date, and organization status will display. If the patient has a previous status with the organization, the status will display and cannot be changed. If the patient does not have an existing relationship with the organization, the status will default to 'Inactive - One Time Only' but can be changed to Active if desired.

**Patient List(3)** ▲

**Patient List**

Select All Immunize Selected Remove Selected Clear List Status Organization Status Inactive - One Time Only ▼ Apply All Page 1 of 1

A-Z	Last Name	First Name	Middle Name	Birth Date	Immunization Status	Organization Status
<input type="checkbox"/>	<a href="#">TEST</a>	PATIENT		01/01/2010		Active
<input type="checkbox"/>	<a href="#">TEST</a>	PEDIATRIC		01/01/2010		Inactive-Other
<input type="checkbox"/>	<a href="#">TESTING</a>	CHESTER	R	01/01/2010		Inactive - One Time Only ▼

13. Once all patients are added to the Patient List, immunizations can be recorded. Select the check mark box next to any patient being immunized, then select the 'Immunize Selected' button.

**Patient List(3)** ▲

**Patient List**

Select All **Immunize Selected** Remove Selected Clear List Status Organization Status Inactive - One Time Only ▼ Apply All Page 1 of 1

A-Z	Last Name	First Name	Middle Name	Birth Date	Immunization Status	Organization Status
<input checked="" type="checkbox"/>	<a href="#">TEST</a>	PATIENT		01/01/2010		Active
<input checked="" type="checkbox"/>	<a href="#">TEST</a>	PEDIATRIC		01/01/2010		Inactive-Other
<input type="checkbox"/>	<a href="#">TESTING</a>	CHESTER	R	01/01/2010		Inactive - One Time Only ▼

14. After selecting 'Immunize Selected', the Immunization Status will display 'Immunized' for all patients whose records were selected.

**Patient List(3)** ▲

**Patient List**

Select All Immunize Selected Remove Selected Clear List Status Organization Status Inactive - One Time Only ▼ Apply All Page 1 of 1

A-Z	Last Name	First Name	Middle Name	Birth Date	Immunization Status	Organization Status
<input type="checkbox"/>	<a href="#">TEST</a>	PATIENT		01/01/2010	Immunized	Active
<input type="checkbox"/>	<a href="#">TEST</a>	PEDIATRIC		01/01/2010	Immunized	Inactive-Other
<input type="checkbox"/>	<a href="#">TESTING</a>	CHESTER	R	01/01/2010		Inactive - One Time Only ▼